

20 January 1976

STATINTL [] Travel

Submitted by the Travel Policy Committee to RCB on 19 November 1975.

RCB drafted instruction sheets and requested TPC concurrence on

20 November 1975. TPC concurred and it was submitted for authentication STATINTL

on 1 December 1975. The proposals were returned unauthenticated to

[] of DDO for changes on or about 3 December 1975. Mr. []

has not submitted redraft either to RCB or TPC.

STATINTL [] Controlled Substances

Submitted by OMS to RCB on 28 April 1975. After editing, coordinating,

and resolving comments (see 10 November summary) the proposal was sent

to DDO (at Mr. [] request) on 23 December 1975 for authentication.

The proposal has not been authenticated and upon inquiry were told that

Mr. [] still has questions.

STATINTL []

Submitted by DDO to RCB on 3 July 1975. Returned to DDO with editorial

suggestions on 14 July 1975. Submitted to the coordinators on 25 July

1975, and to the DDA for authentication on 1 October 1975. Because of

comments by OS (which had not been included in the coordination) the

proposal was returned to DDO on 22 October 1975. On 16 January 1976

Mr. [] office informed RCB by telephone that an agreement had been

worked out between DDO and OS. On 20 January 1976 RCB sent the proposal

to the DDA for authentication.

STATINTL []

Submitted by DDO to RCB on 15 July 1975 and submitted to the coordinators

on 24 July 1975. OGC and DDI submitted comments on 27 August 1975 and

11 September 1975, respectively. DDO has not responded.

STATINTL []

STATINTL

[REDACTED]

This proposal was submitted by OL to RCB on 7 February 1975 (see 10 November 1975 note). It was sent for coordination on 14 March 1975. Comments were received from the Comptroller and DDO. OL responded on 10 June 1975. DDO has not replied to the OL response.

STATINTL

[REDACTED]

Leave and Other Absence

These proposals were submitted by OP to RCB on 29 May 1975 (see 10 November 1975 note). It was sent to the coordinators on 11 June 1975. DDO commented on 18 June 1975 and OP responded 10 July 1975. DDO has not replied to the OP response.

STATINTL

[REDACTED]

Leave and Other Absence

This proposal was submitted by OP to RCB on 5 May 1975 (see 10 November 1975 note). It was sent to the coordinators on 21 May 1975. DDO comments were received on 4 June 1975. OP responded on 11 July 1975 but agreed with RCB to reconsider its response and redraft it. OP has not yet taken action.

STATINTL

[REDACTED]

Training at Non-CIA Facilities

STATINTL

A revision to HR [REDACTED] Training Selection Board, was initiated by OP on 27 August 1975. OTR wanted this proposal held up because OTR wanted to revise the entire paragraph. OTR submitted its proposal to RCB on 1 December 1975 and it was submitted to the coordinators on 10 December 1975 with a due date for comments of 24 December 1975. OGC informed RCB that it would have comments. OGC's comments have not been received.

STATINTL

[REDACTED]

STATINTL

These proposals were submitted to RCB by OL on 27 August 1975 (see 10 November 1975 note) and submitted to the coordinators on 8 September 1975. OGC submitted comments. DDO had no comments on the HR but stated that it wished to give further consideration [REDACTED] and would comment in the near future. DDO finally sent its comments on 19 January 1976, four months later. In the meantime OL has not responded to the OGC comments. DDO comments on the [REDACTED] are being forwarded to OL.

STATINTL

STATINTL

[REDACTED]

This proposal was submitted to RCB by OC on 12 November 1975. It was returned to OC with RCB comments on 24 November 1975 and sent to the coordinators on 8 December 1975 with a due date of 23 December 1975. OGC informed RCB that it will have comments. They have not yet been received.

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30 JAN 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Request for Authentication of Proposed []

STATINTL

1. We request authentication of proposed [] Remote Terminals to External Data Banks. It has the concurrence of all coordinators except the DDO.

STATINTL

2. The proposal, intended to inform Agency analysts of the existence and purpose of the various data banks, was forwarded to the coordinators on 3 December 1974. The DDO submitted comments on 18 December 1974. A revised draft was returned to the DDO on 30 December 1974. Mr. [] office subsequently informed RCB that the DDO may have further comments after reviewing the revised draft, but that the responsible DDO component has been too busy to prepare comments or even discuss the matters.

STATINTL

3. We understand that the DDO is still concerned over the question of including black line telephone numbers in the notice. The Director, CRS and the Regulations Control Branch feel that modifications in paragraph 1 of the notice fully accommodate any reasonable concern by the DDO on this matter. The revised draft states that the black line may be used to arrange briefings and that requests to search the classified data bases should be submitted through secure channels. The Director, CRS also feels that deletion of the black line telephone numbers would not be appropriate because several interested offices may not have secure telephones. (These black line numbers appear in the Agency telephone directory.) Further, the Director, CRS feels that because his office has handled a variety of telephone inquiries securely in the past, continued DDO concern is unwarranted.

4. We are increasingly concerned about the delay in publication over what we believe to be a minor procedural matter that CRS in its day to day activities is fully capable of handling. We believe that any further delay on this notice is not warranted and that authentication in the present form is fully justified.

STATINTL

[]
Acting Chief, Regulations Control Branch

STATINTL

Attachments:

- A. [] (for authentication)
- B. Background

This was not shown to DDA. Problem eventually worked out by CRS & DDO & published 10 Feb 75.

STATINTL

Approved For Release 2006/10/31 : CIA-RDP79-00498A000300060002-0

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Approved For Release 2006/10/31 : CIA-RDP79-00498A000300060002-0

10 Nov 75

STATINTL

[] - Daytime Char Force Cleaning in Headquarters Building

Initiated by OS on 4 December 1974. RCB sent it to the coordinators on 10 December 1974. Due date was 19 December 1974. After RCB made several calls to DDO for their comments, (DDO had told RCB that comments would be coming) DDO finally sent comments on 22 January 1975. The DDO comments were forwarded to OS on 27 January for their review. OS replied agreeing to some DDO comments while objecting to others. The new version presented by OS was sent to DDO on 30 January for review. DDO replied on 11 February with several comments, some of them not originally presented during their 1st round of comments. (OS compromised on some issues just to get the HN published.) After resolution of differences between OS and DDO the proposal was sent to the DDA for authentication on 22 April. However, the A/DDA did not authenticate the proposal as he felt it should cover all types of workers and not focus only on the char force. On 20 May RCB returned the proposal to OS for a rewrite. OS complied and on 3 June submitted a new proposal titled "Building Cleaning, Maintenance, and Repair Personnel." RCB edited the new proposal and sent it to the coordinators on 13 June with a due date of 27 June. DDO again informed RCB that comments would be coming. RCB did not receive these comments until 17 July. On 21 July RCB sent the DDO comments to OS for review. That same week OS called RCB to say that "they did not like all the DDO changes but would not fight it any longer." RCB therefore incorporated most of the DDO comments and sent a copy of the proposal to DDO for their information on 28 July 1975. RCB did not incorporate several DDO comments that were primarily editorial and that were still objectionable to OS. On 4 August the proposal was sent to the DDA where it was authenticated on 5 August. The [] was finally published on 15 August 1975 under the subject "Security Instructions Related to Daytime Cleaning, Maintenance, and Repair of Agency Offices."

NOTE: Total amount of time to print this one-page notice from day of initiation to final publication - 8 months, 11 days.

DCI Ceremony

January 30, 1976



**“And ye shall know the truth and
the truth shall make you free.”**

John VIII-XXXII

Program

Introduction

Mr. William E. Colby

Address

President Gerald R. Ford

Administering of Oath

The Honorable Justice

Potter Stewart

Remarks

Director George Bush

At the conclusion of the ceremony the President of the United States will adjourn to the Headquarters Building to meet C.I.A. employees.

MR. BLAKE
DCI Ceremony

ADMITTANCE THROUGH
TUNNEL ENTRANCE
ONLY

LEFT FRONT SEAT A-11

DCI Ceremony

ADMITTANCE THROUGH
TUNNEL ENTRANCE
ONLY

CIA Subcommittee staff people:

Clark McFadden, Senate Armed Services

James Calloway, Senate Appropriations

Guy McConnell, Senate Appropriations

Frank Slatinshek, House Armed Services

Ralph Preston, House Appropriations

Charles Snodgrass, House Appropriations

Note: Ed Braswell, Senate Armed Services, is already on the list.

Braswell?

Jack
This list has been provided
to Jennifer - you know
the story - Here are our key
stoppers on 4 regular message
committees,
Ly E

AARON, Maj. Gen Harold
ADAMS, Cong. Brock
ADDABBO, Cong. Joseph
ALBERT, Cong. Carl
ALLEN, Lt. Gen. Lew
ANDERSON, Admiral
ANDERSON, Cong. John
ARCHER, Cong. and Mrs. Bill
ARMSTRONG, Amb. Anne
ARMSTRONG, Mr. Oscar
ASHLEY, Cong. and Mrs. T. L.
ASPIN, Cong. Les
BAKER, Sen. and Mrs. Howard
BAKER, Undersecretary and Mrs. Jim
BARTLETT, Mr. and Mrs. Charles
BARTLETT, Sen. and Mrs. Dewey
BEALL, Sen. J. Glenn
BELLMON, Sen. and Mrs. Henry
BEMISS, Mr. and Mrs. Fitzgerald
BENNETT, Cong. Charles
BENTSEN, Sen. and Mrs. Lloyd
BIESTER, Cong. Edward
BLACKBURN, Mr. Bob
BOLAND, Cong. Edward

BRASWELL, Mr. Edward
BROOKE, Sen. Edward
BROOKS, Cong. Jack
BROOMFIELD, Cong. William
BROWN, Cong. Garry
BROWN, Gen. George
BUCHEN, Hon. Philip
BUCKLEY, Sen. and Mrs. James
BUFFHAM, Benson
BURCH, Mr. and Mrs. Dean
BURKE, Cong. James
BURLESON, Cong. and Mrs. Omar
BURLISON, Cong. Bill
BUSH, Mr. and Mrs. Jonathan
BYRD, Sen. and Mrs. Harry F.
BYRD, Sen. Robert C.
CALLOWAY, Mr. James
CANNON, Sen. Howard
CASEY, Cong. Bob
CATTO, Amb. and Mrs. Henry
CAVENEY, Mr. Byron
CEDERBURG, Cong. and Mrs. Elford
CHAPPELL, Cong. Bill
CHENEY, Hon. Richard B.
CHISHOLM, Cong. Shirley

COLLINS, Cong. and Mrs. Jim

COLLINS, Marvin

CONABLE, Cong. and Mrs. Barber

CONNAR, Mr.

CULVER, Sen. John C.

CURRAN, Mr. and Mrs. Ed

CURRIE, Dr. Malcolm

DANIEL, Cong. Robert

de la GARZA, Cong. E.

DELLUMS, Cong. Ronald

DENT, Amb. and Mrs. Fred

DERWINSKI, Cong. Edward

DICKINSON, Cong. William

DOMENICI, Sen. Pete

DUVALL, Mr. Mike

EAGLETON, Sen. Thomas F.
ECKHARDT, Cong. Bob
EDWARDS, Cong. Jack
EISENHOWER, Mr. and Mrs. David
ELLIS, Mr. and Mrs. Hap
ELLSWORTH, Mr. Robert
ESCH, Cong. Marvin
FARISH, Mr. W. S. III
FASCELL, Cong. Dante
FAY, Mr. and Mrs. Albert
FINDLEY, Cong. Paul
FISHER, Cong. Joseph
FLETCHER, Mr. & Mrs. Art
FLOOD, Cong. Daniel
FLOWERS, Cong. Walter
FLYNT, Cong. John J.
FRIEDMAN, Mr. and Mrs. Bayard
GIAIMO, Cong. Robert
GILLER, Maj. Gen. Edward
GLENN, Sen. John
GOLDWATER, Sen. Barry
GOODWIN, Mr. Robert
GRIFFIN, Sen. Robert P.
GUDE, Cong. Gilbert

HABIB, Asst. Sec. of State Habib

HALL, Dr. Albert

HAMMERSCHMIDT, Cong. and Mrs. J. P.

HARTMANN, Hon. Robert

HARVEY, Rear Adm. Donald

HATFIELD, Sen. and Mrs. Mark O.

HATHAWAY, Sen. William

HAYS, Cong. Wayne

HEBERT, Cong. F. Edward

HECKLER, Cong. and Mr. Margaret

HELMS, Richard (Amb.)

HOLLINGS, Sen. Ernest

HORTON, Cong. Frank

HRUSKA, Sen. Roman

HUGHES, Mr. John

HYLAND, Mr. William

INGERSOLL, Mr. Robert

INMAN, Rear Adm. Bobby

JACKSON, Sen. Henry

JOHNSON, Cong. James

JORDAN, Cong. Barbara

KASTEN, Cong. Robert

KAZEN, Cong. Abraham

KEEGAN, Maj. Gen. George

KELLY, Mr. Clarence

KEMP, Cong. Jack F.

KENDALL, Mr. William T.

KENNEY, Ms. Jane

KIRK, Mr. Roger

KLEPPE, Hon. and Mrs. Thomas

LATIMER, Mr. Thomas

LATTA, Cong. Delbert

LEHMAN, Cong. William

LIAS, Mr. and Mrs. Tom

LILLEY, Mr. and Mrs. James

LUJAN, Cong. Manuel

LUKASH, Dr. William

McCLORY, Cong. Robert
McCLOSKEY, Cong. Pete
McCLURE, Sen. & Mrs. James A.
McCONE, Mr. John
McCONNELL, Mr. Guy
McFADDEN, Mr. Clark
McFALL, Cong. John
McINTYRE, Sen. Thomas
McKENZIE, Mrs. Sally
MAHON, Cong. & Mrs. George
MARSH, Hon. John O.
MATHIAS, Sen. & Mrs. Charles McC.
MATTHEWS, Ms. Allie or Ellie
MEYER, Ms. Marge (Margaret)
MICHEL, Cong. Robert
MILFORD, Cong. Dale
MILLER, Cong. Clarence
MILLS, Cong. & Mrs. Wilbur
MONTGOMERY, Cong. Sonny
MOORE, Mr. & Mrs. Richard
MOORE, Dr. & Mrs. Tabb
MORELL, Mr. William
MORGAN, Cong. Thomas
MURPHY, Cong. Morgan
NEDZI, Cong. Lucien
NESSEN, Mr. Ronald
NUNN, Sen. Sam

O'DONNELL, Mr. Terrence
OGILVIE, Mr. Donald
O'NEILL, Cong. Thomas
PACKWOOD, Sen. & Mrs. Bob
PASSMAN, Cong. Otto
PASTORE, Sen. John
PEARSON, Sen. & Mrs. James B.
PELL, Sen. & Mrs. Claiborne
PERCY, Sen. & Mrs. Charles
PETTIS, Cong'woman Shirley
PHILLIPS, Amb. & Mrs. Chris
PICKLE, Cong. J. J.
PIKE, Cong. Otis
PLOWMAN, Ms. Kathy
PLUMMER, Mr. James
PRESTON, Mr. Ralph
PREYER, Cong. & Mrs. Richard
PRICE, Cong. Melvin

RABORN, Admiral William
RAILSBACK, Cong. & Mrs. Tom
RATHER, Mrs. Mary
RHODES, Mr. Don
RHODES, Cong. John
RIBICOFF, Sen. Abraham
RIEGLE, Cong. Donald
ROBINSON, Mr. & Mrs. Davis
ROBINSON, Cong. J. Kenneth
ROGERS, Cong. Paul
ROGERS, Hon. and Mrs. William P.
ROSTENKOWSKI, Cong. Dan
ROTH, Sen. & Mrs. William V.
ROUSSEL, Mr. Pete
RUMSFELD, Secretary of Defense Donald
RUPPE, Cong. & Mrs. Phil
SAUNDERS, HAROLD
SCHAUFELLE, Amb. & Mrs. William
SCHLESINGER, Dr. James R.
SCHNEEBELI, Cong. Herman
SCHWARZMANN, Mrs. Mary Lou
SCOTT, Senator Hugh
SCOTT, Sen. William L.
SCOWCROFT, Gen. Brent

SHARP, Cong. Philip
SHRIVER, Cong. Garner
SIKES, Cong. Robert L. F.
SLATINSHEK, Mr. Frank
SNODGRASS, Mr. Charles
STANTON, Cong. James V.
STEELMAN, Cong & Mrs. Alan
STEIGER, Cong. & Mrs. William
STENNIS, Senator John C.
STEWART, Justice & Mrs. Potter
STRATTON, Cong. Samuel
SYMINGTON, Cong. James
SYMINGTON, Senator Stuart
TAFT, Senator & Mrs. Robert
TALCOTT, Cong. Bert
TEAGUE, Cong. Olin
TIGHE, Lt. General Eugene
THAYER, Harry
THURMOND, Sen. Strom
TOWER, Sen. & Mrs. John
TREEN, Cong. David
VALENTI, Mr. & Mrs. Jack
VANDER JAGT, Cong. Guy

WALDONN, Mr. Ray

WALHOUT, Mr. John

WANNALL, Mr. Raymond

WHALEN, Congressman Charles

WHITE, Congressman Richard

WIGGINS, Cong. Charles

WILSON, Congressman Bob

WINN, Congressman Larry

WRIGHT, Congressman Jim

YOUNG, Congressman John

YOUNG, Senator Milton

ZABLOCKI, Congressman Clement

ZAMARIA, Mr. & Mrs. Tom (Rose)

SEATING ALLOCATIONS

499 Seats in auditorium

Mr. Bush's guests	91
White House invitations	77
White House Staff	10 15
Senators	19
Secret Service and State Security	3
Writing Press	20
IC Staff (external)	25
Workers (Pers, Log, Commo, Sec)	20
Usherettes	20
	<u>285</u>

214 remaining for
Agency employees

STATINTL



MR. BUSH'S PERSONAL INVITATION LIST FOR

ACCEPTANCES - COFFEE/CEREMONY

ARMSTRONG, Mr. Oscar
 ASHLEY, Cong. T. L. (Lud)
 BAKER, Sen. & Mrs. Howard *regrets*
 BAKER, Under Secretary & Mrs. Jim
 BARTLETT, Mr. Charles
 BLACKBURN, Mr. Bob
 BEMISS, Mr. & Mrs. Fitzgerald
 BUCKLEY, Mrs. James
 BURCH, Mr. & Mrs. Dean
 BUSH, Mr. Jonathan
 CATTO, Mrs. Henry
 COLLINS, Mr. Marvin
 CURRAN, Mr. & Mrs. Ed
 EISENHOWER, Mr. David
 ELLIS, Mr. & Mrs. Hap
 FAY, Mrs. Albert
 FLETCHER, Mrs. Art
 FRIEDMAN, Mr. & Mrs. Bayard
 HAMMERSCHMIDT, Cong. & Mrs. J.P.
 HECKLER, Congresswoman Margaret
 INMAN, Admiral
 KENNEY, Miss Jane
 LIAS, Mr. Tom
 * MAHON, Cong. George
 McCLOSKEY, Cong. Pete
 McKENZIE, Mrs. Sally
 MEYER, Ms. Marge
 MILLS, Cong. & Mrs. Wilbur
 MOORE, Mr. & Mrs. Richard
 MOORE, Mrs. Tabb
 MONTGOMERY, Congressman Sonny
 PHILLIPS, Ambassador & Mrs. Chris
 PREYER, Mrs. Richard (Cong)
 RAILSBACK, Cong. Tom
 RATHER, Mrs. Mary
 RHODES, Mr. Don
 ROBINSON, Mrs. Davis
 ROGERS, Mrs. William P.
 ROUSSEL, Mr. Pete
 SCHWARZMAN, Mrs. Mary Lou
 STEWART, Justice & Mrs. Potter (will not be able to attend coffee)
 TOWER, Mrs. John (Sen)
 ZAMARIA, Mr. & Mrs. Tom

*MATTHEWS, Ms. Allie/Elle (?)

PROPOSED SCHEDULE

THE PRESIDENT'S ATTENDANCE AT THE
SWEARING-IN OF CIA DIRECTOR
DESIGNATE GEORGE BUSH

Central Intelligence Agency
Friday, January 30, 1976

10:45 am The President boards motorcade on South Grounds.

MOTORCADE DEPARTS South Grounds en route
Central Intelligence Agency, Langley, Virginia.

[Driving time: 14 minutes]

10:55 am Justice Stewart, Former Director William Colby,
and Mrs. Bush proceed onto CIA Auditorium stage.
WALTERS ALSO

10:59 am MOTORCADE ARRIVES Central Intelligence Agency
Auditorium.

PRESS POOL COVERAGE
CLOSED ARRIVAL

The President will be met by:

Director Designate George Bush

The President, escorted by Director Designate Bush,
proceeds to offstage announcement area and pauses for
announcement.

11:00 am Announcement.

11:00 am The President, escorted by CIA Director Designate Bush,
proceeds onto CIA Auditorium stage and is seated.

OPEN PRESS COVERAGE
ATTENDANCE: 525

11:02 am Welcoming remarks, acknowledgements and
introduction of the President by former Director
Colby.

-2-

11:05 am Presidential remarks, concluding in the request for the Swearing-in of the Director Designate.

FULL PRESS COVERAGE

11:15 am Remarks conclude.

The President joins Director Designate Bush, Justice Stewart, and Mrs. Bush at the stand-up microphone for the Swearing-in.

WALTERS JOLBY TO STAND
AT CHAIRS

11:27 am Swearing-in Ceremony.

11:31 am Ceremony concludes.

The President and other participants return to their seats.

ILLEGIB

11:32 am Remarks by Director Bush.

11:34 am Remarks conclude.

11:35 am Director Bush thanks the President and other guests and concludes the program.

11:36 am The President, escorted by Director Bush, departs stage and proceeds to the main building, where he will view the wall with inscribed stars of ~~34~~ agents killed in the line of duty. *signified*

NOTE: Following the viewing of the memorial, the President and Director Bush will informally greet approximately ~~300~~ CIA employees.
1000

11:55 am The President, escorted by Director Bush, proceeds to motorcade for boarding.

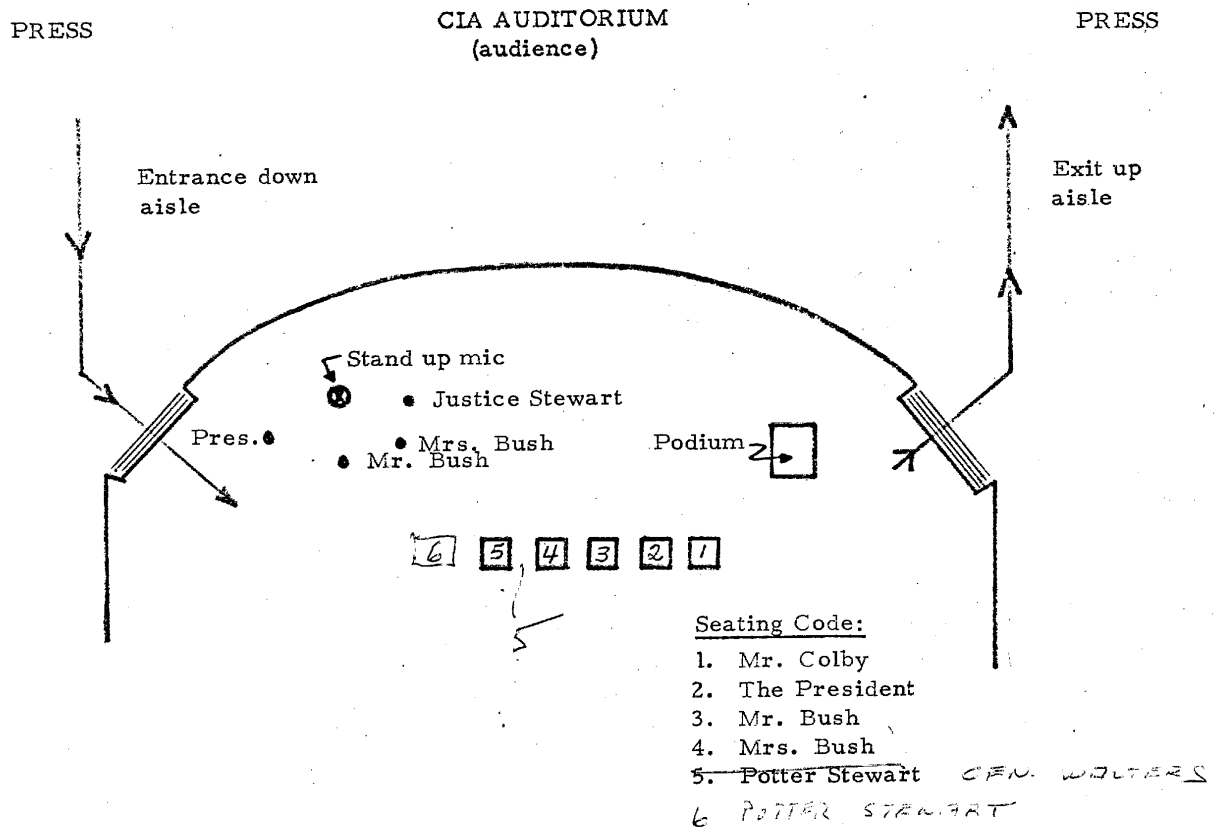
11:57 am MOTORCADE DEPARTS CIA main building en route South Grounds.

[Driving time: 14 minutes]

12:12 pm MOTORCADE ARRIVES South Grounds.

1-29-76

SWEARING-IN OF GEORGE BUSH



1. Bob Goodwin (IDS Code 145-2535) is in charge and Greg Newell (telephone: 456-2816) is the Assistant. Goodwin may not be here Friday and Newell will run show.
2. President will arrive at 11:00 a.m., and will probably have in his motorcade Cheney, Duval, Marsh and four or five others.
3. Bush should meet President at his limousine in front of auditorium.
4. Seated on stage at that time should be General Walters, Mrs. Bush, Justice Potter Stewart, and Mrs. Ford, if she comes. *U.P.*
5. White House will mark on stage in front of chairs who sits where. We will also brief locally.
6. Rostrum and microphone and seal being provided by White House, as well as flags.
7. Rostrum will be on left side of stage as you face it.
8. Bush and President should walk down right aisle and go immediately to seats. A White House "barker" will announce "The President of the United States" as Bush and the President enter the auditorium
9. After they are on stage and seated, the following sequence of events will take place:
 - a. Gen. Walters should go to microphone, make very brief reference to presence of President and reason why assemblage taking place.
 - b. Gen. Walters then asks the President and Mr. Bush and party to step forward to be sworn (White House will mark on stage where this party should stand and in what order). Mrs. Bush will hold Bible.
 - c. When swearing is over, President will go to microphone and others will return to their seats and President will speak. White House estimates President's speech will be about 10 minutes. Knoche and Lehman are furnishing themes to White House by Close of Business 28 January.

ILLEGIB

- d. President will introduce Bush who, it is believed, will choose to make remarks of two-three minutes duration.
 - e. At conclusion of Bush's remarks, General Walters will approach microphone and state the ceremony is over.
10. "Presidential Party" (exact members yet to be determined) will then leave stage by opposite aisle from which they walked in. They will proceed out front door, turn right, walk to main entrance of building, enter building, turn immediately right and walk in "roped-corridor" around right-hand side of main lobby. As they approach steps will turn left to center of steps and mount steps to first floor.
 11. Agency employees will be assembled in main lobby area and first floor, right and left of main entrance steps.
 12. Goodwin will determine if President will choose to make brief remarks to Agency employees. If so determined, White House will furnish podium, microphone and public address system for use in lobby. Alternatively, President may wish only to mingle amongst employees. We will be advised.
 13. It is assumed, but not definitely known at the moment, that the President will then depart. Blake will discuss this matter with Mr. Bush. ✓
 14. We may or may not have a bit of a problem with Congressional representatives and other VIP's who, on their own, may wish to come into the building lobby to hear the President's remarks. We are working this problem.
 15. The above represents the sequence of events as now known. There now follows additional considerations:
 - a. In the main building, the White House, Secret Service and Communications will be using part of the Security Duty Office and also the small waiting room adjacent to the Director's elevator. A White House phone will be installed in both locations as well as other communications gear.
 - b. No plans for helicopter -- Presidential party will come in motorcade
 - c. Guest Lists and Seating Arrangements -- at this time the following is known:

- 1) Mr. Bush is having about 80 guests.
 - 2) The White House invitation list has not yet been drawn up and I stressed to Goodwin the necessity of getting it at the earliest moment. It is anticipated it will run about 50 or 60 names.
 - 3) The IC Staff will invite about 60 from the Community.
 - 4) 20 seats will be reserved for newspaper reporters. This will leave approximately 300 seats for Agency employees. We will prorate amongst the five major components and request components to select a representative cross-sampling of personnel.
- d. Media Coverage -- It was agreed no representatives of the foreign press will be invited or allowed to attend. It is estimated, all up, there may be about 80 media personnel, including technicians, etc.
- 1) 20 newsmen by name will be designated to sit in the auditorium.
 - 2) Camera crews, both White House and commercial, will be in the right and left hand corners of the auditorium.
 - 3) We will film and tape from projection booth.
 - 4) It was stressed to White House representatives that if major media wants live transmission, we must be notified soonest because of electrical and logistical problems involved.
 - 4) Words spoken from the stage will be piped real-time to the White House Press Room.
 - 5) The White House will release to press on 28 January, President Ford's visit to CIA.
16. Questions to Discuss with Mr. Bush:
- a. Do you wish to have a printed program?
 - b. Details concerning 10:00 a.m. coffee hour.
 - c. Details concerning President's departure from building.

- d. ~~Verify that he will make some remarks from the~~
stage.
- 17. Detailed annexes to this overall scenario will
be developed by the Directors of Logistics, Personnel,
Communications, Security and Mr. Angus Thuermer,
Asst. to the DCI.

1. Bob Goodwin (IDS Code 145-2535) is in charge and Greg Newell (telephone: 456-2816) is the Assistant. Goodwin may not be here Friday and Newell will run show.
2. President will arrive at 11:00 a.m., and will probably have in his motorcade Cheney, Duval, Marsh and four or five others.
3. Bush should meet President at his limousine in front of auditorium.
4. Seated on stage at that time should be General Walters, Mrs. Bush, Justice Potter Stewart, and Mrs. Ford, if she comes.
5. White House will mark on stage in front of chairs who sits where. We will also brief locally.
6. Rostrum and microphone and seal being provided by White House, as well as flags.
7. Rostrum will be on left side of stage as you face it.
8. Bush and President should walk down right aisle and go immediately to seats. A White House "barker" will announce "The President of the United States" as Bush and the President enter the auditorium
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 12. Goodwin will determine if President will choose to make brief remarks to Agency employees. If so determined, White House will furnish podium, microphone and public address system for use in lobby. Alternatively, President may wish only to mingle amongst employees. We will be advised.
 13. It is assumed, but not definitely known at the moment, that the President will then depart. Blake will discuss this matter with Mr. Bush.
 14. We may or may not have a bit of a problem with Congressional representatives and other VIP's who, on their own, may wish to come into the building lobby to hear the President's remarks. We are working this problem.
 15. The above represents the sequence of events as now known. There now follows additional considerations:
 - a. In the main building, the White House, Secret Service and Communications will be using part of the Security Duty Office and also the small waiting room adjacent to the Director's elevator. A White House phone will be installed in both locations as well as other communications gear.
 - b. No plans for helicopter -- Presidential party will come in motorcade
 - c. Guest Lists and Seating Arrangements -- at this time the following is known:

- 1) Mr. Bush is having about 80 guests.
 - 2) The White House invitation list has not yet been drawn up and I stressed to Goodwin the necessity of getting it at the earliest moment. It is anticipated it will run about 50 or 60 names.
 - 3) The IC Staff will invite about 60 from the Community.
 - 4) 20 seats will be reserved for newspaper reporters. This will leave approximately 300 seats for Agency employees. We will prorate amongst the five major components and request components to select a representative cross-sampling of personnel.
- d. Media Coverage -- It was agreed no representatives of the foreign press will be invited or allowed to attend. It is estimated, all up, there may be about 80 media personnel, including technicians, etc.
- 1) 20 newsmen by name will be designated to sit in the auditorium.
 - 2) Camera crews, both White House and commercial, will be in the right and left hand corners of the auditorium.
 - 3) We will film and tape from projection booth.
 - 4) It was stressed to White House representatives that if major media wants live transmission, we must be notified soonest because of electrical and logistical problems involved.
 - 4) Words spoken from the stage will be piped real-time to the White House Press Room.
 - 5) The White House will release to press on 28 January, President Ford's visit to CIA.

16. Questions to Discuss with Mr. Bush:

- a. Do you wish to have a printed program?
- b. Details concerning 10:00 a.m. coffee hour.
- c. Details concerning President's departure from building.

- d. Verify that he will make some remarks from the stage.
- e. Detailed annexes to this overall scenario will be developed by the Directors of Logistics, Personnel, Communications, Security and Mr. Angus Thuermer, Asst. to the DCI.

Check List For Swearing In Ceremony - Friday, 30 January 1976 - 11:00 a.m.

1. What will be the means for transportation that the President and party will use? Notification to McLean Fire Department. Will the President want to land in front of the building or on the chopper pad?
2. Parking for selected guests? Suggest that the VIP parking lot be closed off to all except outside invited guests.
3. Will programs be required and, if so, who will advise us regarding the contents thereof?
4. Press coverage? If so, how many?
5. Will the ceremony be televised on closed circuit TV so that other Agency employees may view it?
6. Allocation of seats in the auditorium for both the outside visitors and also CIA employees who may be invited.
7. Any special transportation for employees from the outlying areas?
8. Who will provide the Presidential seal (the Agency does not have one)?
9. Will the President want a tour of the building and the grounds?
10. Will the ceremony be taped?
11. Special transportation arrangements for Mrs. Bush and other invited guests?
12. Family Bible? (LSD will have a Bible on hand).
13. Special arrangements for photographers?
14. Who will administer the oath? Presumably this will be some judge and, if so, should we make special arrangements for his/her transportation?
15. Assume that there will be selected guests for a coffee before the ceremony and lunch after the ceremony. If this is so, where will these functions be held?
16. Does protocol require a red carpet?

Bob Goodwin - WH Advance Office (lead) ^{XT 2535 or 6}
Gry Russell WH Advance 456-2816 ^{STAT}
Glenn Shelton White House Counsel 395-4076

Eric Rosenberg White House Press Sec 395-2000
Irene Rosenberg Speechwriting 456-6748 ^{STAT}

THINGS TO BE CONSIDERED FOR PRESIDENTIAL SWEARING OF MR. BUSH

1. Being sworn as DCI, therefore, senior Community representation must be present.
2. Should any Congressional representation be present and, if so, who decides?
3. Is it to be a public ceremony, i.e., does the President desire or not desire press coverage?
4. Some allocation of 500 seats in auditorium must be made inter-departmentally and decision must be made on who fills the CIA allocation.
5. Who will sit on the stage?
6. Should there be any private meeting before or after the swearing of the President and Mr. and Mrs. Bush?
7. If swearing is at 11:00 a.m., does Mr. Bush wish to invite the President to stay for lunch?
8. Photographic coverage -- will both the Agency and the White House provide photographic coverage? The U.S. Secret Service may have to address this issue. - FOREIGN COVERAGE
9. Should CIA film and tape?
10. Considerable parking difficulties for VIP cars.
11. Probably should get Presidential Seal to put on rostrum in lieu of CIA Seal.
12. If there is to be television coverage, must get early determination if it to be live or only taped. If live, action has to be taken to insure capability to transmit.
13. Assume President will arrive by car -- possibility of helicopter exists.
14. Insure Presidential picture in lobby of auditorium.
15. Absolutely essential that one (1) individual be put in charge of this event.
16. At earliest opportunity get personal list of invitees from Mr. Bush.
17. Printing of program for ceremony.
18. Don't forget to have a Bible.
19. RED CARPET UP STAIRS TO AUDITORIUM

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SECURITY ANNEX

1. Effective 0830 30 January 1976, only those individuals possessing Agency badges, or who have a verified reason to enter the compound, will be permitted entry.
2. Members of the Press will be identified by comparing Press identification against a list of authorized media representatives. At this time Press representatives will be issued a special Agency badge.
3. Secret Service agents designated by Chief of the Secret Service detail, [REDACTED] will be issued Conference - No Escort Badges.
4. A uniformed, armed, GSA Federal Protective Officer will be stationed outside at the rear of the auditorium where he can observe both emergency exits. His instructions will be to prohibit anyone from approaching those exits.
5. Uniformed, armed, GSA Federal Protective Officers will be stationed at the entrance and exit of the quadrangle in front of Headquarters entrance. These officers (assisted by Security Officer) will permit the Vice Presidential motorcade and the Secretary of State's motorcade to enter quadrangle, discharge their passengers, and depart. The officers will permit the Presidential motorcade to enter quadrangle and park in front of auditorium. While the Presidential motorcade is in the quadrangle, no other vehicles will be permitted to be parked in the quadrangle and no vehicles will be permitted to enter the quadrangle.
6. A Security Officer will be posted in the film booth in the auditorium and will permit only Agency employees to enter the film booth.
7. Arrangements will be made for an Office of Security vehicle to meet the Presidential motorcade at the appropriate turn-off from George Washington Parkway and lead it into the quadrangle without stopping or slowing down at the Agency gates.
8. One Security Officer will be assigned to the Secret Service and White House Staff Operational Center established in the Main Receptionist Office.

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9. After the President enters the Headquarters building, subsequent to the swearing in ceremony, stanchions and velvet ropes will be in place to provide a 12 foot wide corridor from the main entrance to the curb where the President's armored car will be moved for his exit from the compound.
10. Three (3) Security Officers will be stationed inside the auditorium to assist the Secret Service in preventing members of the Press from moving too close to the President.
11. Five (5) Security Officers, who will be identified to Secret Service by special badges provided by the Secret Service, will be stationed inside Headquarters to assist Secret Service in the event of an emergency.



STATINTL

13. Arrangements will be made to permit an ambulance, to be provided by the Secret Service, to park in the DCI garage. A Security Officer will be stationed with the ambulance to facilitate communications with the Secret Service.
14. A representative of the Secret Service visited the Office of Medical Services' facilities in the event it is desired to use these facilities in an emergency situation.
15. Stanchions and velvet ropes will be setup to provide a 12 foot corridor along the right hand side of Headquarters entrance past the memorial stars and angling to the center steps and surrounding the podium. The free area around the podium should be a minimum of 10 feet in diameter.
16. Coordination should be established with the Office of Logistics to ensure parking is available for guests. Note that no parking will be permitted in the quadrangle.
17. Subsequent to the swearing in ceremony, the President will walk from the auditorium to the main entrance. The President and his immediate entourage will enter the right hand doors. The distinguished guests will be permitted

to enter, however, staff employees will be requested to utilize another entrance. Secret Service personnel will assist Security Officers in identifying distinguished guests and White House Staff Personnel who do not possess Agency badges.

18. Agency personnel who depart the auditorium through the front entrance of the auditorium may congregate outside doors to the main entrance on either side of the velvet ropes. Security Officers will be stationed in close proximity to the ropes to prevent inadvertent violation of this corridor.

19. The Secret Service technical security specialists and ordnance disposal technicians will search the main entrance way of Headquarters building between the period of 10:30 and 11:00 30 January 1976.

STATINTL 20. The Chief of the Secret Service detail will meet with Mr. [REDACTED] Chief, Headquarters Security Branch, CIA, at 0930 29 January to discuss implementing details.

STATINTL 21. Mr. [REDACTED] has been assigned direct responsibility for Office of Security aspects of the President's visit.

OFFICE OF COMMUNICATIONS ANNEX TO PRESIDENTIAL VISIT PLANNING

STATINTL

1. OC will provide a Telephone Branch technician and a technician to meet and accompany five White House Communications Agency personnel at approximately 1130 Thursday morning. Arrangements have been made with these people to unload equipment at the auditorium, to be badged, and to park in the front parking area. They will be accompanied while they survey the various locations required for the installation of telephones off the White House switchboard, and we will participate along with Mr. Malanick's audio technicians as needed in setting up audio, lighting, microphones, rostrums, etc. in the auditorium.
2. Glenn Shelow, the WHCA team leader, indicated that they would be happy to provide us with an audio tap off of their system if we choose to pipe the ceremony into the lobby.
3. There will be a three microphone clamp on the rostrum right and a standing microphone stage left with a three microphone clamp. Each clamp will contain a microphone for press, primary audio system microphone and a secondary audio system microphone.
4. At this time we know of only one audio line requested by CBS and we have been advised by C&P that they must be informed by 1100 hours Thursday morning if the networks desire video.
5. Mr. Gambino requested and we have determined that a gray secure phone can be installed in the small sitting room off the executive elevator, main ~~y~~front, if desired.
6. Mr. Glenn Shelow, WHCA team leader, ^{5 floor}agreed Thursday morning to take care of the audio amplifier and speaker installation in the lobby to pipe in the audio from the swearing in ceremony.

RED TAG

THE WHITE HOUSE
WASHINGTON

January 28, 1976

MEMORANDUM FOR:

MAX L. FRIEDERSDORF

THRU:

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FROM:

CHARLES LEPPERT, JR. CLJ

SUBJECT:

House Invitees to Bush Swearing-in

At the ICG Meeting last evening George Bush asked me to draw up a list of the Members of Congress who should be invited to his swearing-in ceremony. Bush stated he would want to invite some Members he considers personal friends but wanted a list of those involved with the intelligence community. The list of House Members is as follows: (total 43)

1. House Leadership: Speaker, O'Neill, McFall, Rhodes, Michel, Anderson
2. Appropriations Committee: Mahon, Cederberg, Edwards, Passman, Shriver, Boland, Talcott
3. Armed Services: Price, Wilson, Nedzi, Hebert, Bennett, Stratton, Dickinson
4. Budget: Adams, Latta
5. Government Operations: Brooks, Horton
6. International Relations: Morgan, Hays, Zablocki, Broomfield, Derwinski
7. Select Committee on Intelligence: Pike, Giaimo, Stanton, Dellums, Murphy, Aspin, Sharp, Lehman, McClory, Treen, Kasten, Johnson
8. Joint Atomic Energy: John Young, Lujan

Bill Kendall can suggest a similar list for the Senate.

bcc: Bill Kendall